

## A MESSAGE FROM JEB SPAULDING, SECRETARY, AGENCY OF ADMINISTRATION

### **THANK YOU and we want to hear from YOU**

As we transition from Emergency Response to Recovery in the aftermath of Tropical Storm Irene, I wanted to take a moment to reflect on how the storm damage has affected the State of Vermont as an employer. With a statewide workforce, many of our employees living in the affected areas have been personally impacted. In addition, we had worksites in the path of destruction. Of those, the flooded Waterbury complex is a major hub of State government. Even though a large number of employees have been dislocated and are working out of temporary accommodations, the business of State government has continued unabated. For a lot of employees, the workload generated by the recovery effort has been significant. Employees across all of state government, from Public Safety to ANR and AHS to BGS, have responded in an extraordinary manner to ensure that essential services and support systems continued. Employees in the Agency of Transportation have worked Herculean hours in the rebuilding effort. Information Technology workers have made exceptional strides both in rescuing the databases that state programs run on and in creating hundreds of new worksites for displaced staff. And, through it all, payroll has been met with no disruption, thanks to the dedication of local timekeepers, the Payroll Division, and Human Resources staff.

The Administration is very proud of the “behind the scenes” work that made it possible to meet our payroll deadlines, in spite of many challenges. We are also pleased to note that the current project (ERP Expansion Project) to upgrade our Human Resources and Finance system will greatly simplify this task in the future. While the details of the new system are being worked out, the goals of the project are to modernize our payroll system and improve the availability of information. In the new system, using ePay, employee timesheets and expenses will be submitted and approved electronically. There will be no need to mail hard copy timesheets. In the current system, all timesheet entries must be processed through a desktop application using designated workstations. This will no longer be necessary, as the timesheet information will be web-based so that payroll may be processed from anywhere. Equally beneficial will be the new eProfile functions of the new system. We will have easier access to more critical employee information, such as building location and contact information.

We encourage all employees to learn more and stay informed about this project. News will be disseminated in a variety of ways, including the project website: <http://aoa.vermont.gov/erp>. We are offering Pilot Presentations at the dates and times below, it will take about an hour and no enrollment is required. A critical component of this presentation is to hear from employees. We want to hear from YOU – this is an opportunity to share your experience with the recruiting or payroll processes. Attendance is encouraged by all those who are interested, but is not mandatory. If you do wish to attend, please be sure to coordinate your time away from the office with your supervisor.

- Newport - Wednesday, October 19th - 9:00 AM Emory Hebard Conference Room, 100 Main St.
- Bennington - Thursday, October 20th - 10:00 AM Vermont Veterans' Home, 325 North St.
- Rutland - Thursday, October 20th - 1:00 PM Asa Bloomer Building 4th floor Conference Room